



GENERAL CAMPUS Services and Policies

SERVICES

Campus Police Department (Public Safety)

The Campus Police Department provides law enforcement services, communication services, crime prevention/education services, traffic/parking services and support services for campus events and activities. There are 8 staff members in the Campus Police Department: Chief, 6 police officers, 1 civilian office staff. All of Presbyterian College's police officers are certified and have the power to arrest. Many of our commissioned law enforcement officers have attended college, are attending college or have college degrees. All officers attend the South Carolina Criminal Justice Academy and must attend on-going advanced training to maintain their certification and to meet department standards. Advanced training has included courses at the South Carolina Criminal Justice Academy, with the Federal Bureau of Investigation, American Red Cross, South Carolina Campus Law Enforcement Association, and a variety of advanced specialty programs. It is the responsibility of the Campus Police Officers to provide law enforcement deterrence, to respond to violations of state and federal laws, and to support physical security programs. The officers provide continuous patrols of campus property and facilities to deter acts of crime, and to detect and intervene when criminal activity occurs. An investigator or officer responds to and follows up on all reported crime. In addition to their patrol services, officers investigate traffic accidents, assist in medical emergencies, provide motorist assistance, enforce campus traffic and parking regulations, and provide support services for many campus activities and events. The Campus Police have an excellent working association with, and the support of, area law enforcement agencies. Persons committing similar crimes in adjacent communities cause many of the problems on campus. Our officers also work with area law enforcement agencies when members of the Presbyterian College community are involved in crimes and investigations that originate off campus.

Dining Hall Services

Sodexo Dining Services operates Greenville Dining Hall (GDH) and Springs Food Court for the students' dining pleasure. Students who reside in college-provided facilities are required to have a meal plan. Exceptions to this policy may be granted in extraordinary cases by the Vice President for Student Life. Non-resident students may place money on a cash card or pay cash at the door. Please visit our Dining Services web page for more information. (www.presbydining.com)

Financial Aid Office

The Financial Aid Office administers the various aid programs operated by the College and coordinates the campus work study program. Necessary applications for federal, state, and college aid are available from the Financial Aid Office. All students are encouraged to apply.

The Library

The library program is conceived as an integral part of the educational process. It operates on the assumption that the ability to locate and evaluate needed information with confidence is one of the distinctive marks of an educated person. By means of formal and informal instruction in research methods and bibliography, the student is encouraged to progress from heavy reliance on textbooks and assigned readings characteristic of the freshman to the independent work of the graduate scholar who has learned how to discover and gain maximum benefit from modern information resources. Library policies are established to ensure for all borrowers an equal opportunity to use and enjoy the library's resources and facilities; they do so by indicating appropriate use of the library's resources and facilities and specifying the consequences of inappropriate use. The right of each individual to good library service depends in large measure upon a willingness to respect the rights of others.

The Media Center

The media center is located on the bottom floor of the library and offers assistance in video, audio, photographic, and computer resources.

Network Services

Presbyterian College offers technically enhanced network services to students, including a fiber backbone linking the major academic and administrative buildings, which provides Internet connection through dedicated fiber connections. All residence hall rooms have network access via wired Ethernet. Wireless access is available in the Library, Springs Campus Center, Greenville Dining Hall, Templeton Physical Education Center, all residence hall lobbies, all academic buildings, and most of the campus grounds. Individual or "personal" wireless access points of any kind or make are prohibited throughout campus. PC offers web-based Email, Blackboard (for course materials), and BannerWeb (for registration, financial aid, and billing information) systems with accounts provided to all students.

The Provost

The Office of the Provost administers the academic policies which are found in the College catalog. Students requesting academic accommodations for learning disabilities must register with Mrs. Gaskin, Senior Administrative Assistant to the Provost.

The Office of the Registrar supervises course registration, maintains the student's official academic record, and provides transcripts of student academic work. Questions about transfer credit or progress toward graduation are answered by the Registrar or his staff. Forms needed to take course off campus or to receive special consideration are available at: <http://www.presby.edu/registrar/forms.html>.

Student Identification Cards

Each student is provided a Presbyterian College identification card. Identification cards are issued during the Orientation Week for new students and are valid through the graduation date of the class year. Identification cards validate authorization for access to athletic events, dining hall, CEP events, College facilities, etc. and must be presented when requested by appropriate college personnel.

Failure to present a valid card is sufficient reason to deny access to a facility or service, including dining services. Allowing others to use an identification card is a violation of college policy and will result in appropriate disciplinary action.

Students who require a new card because of loss, mutilation, or a change of status should immediately contact the Campus Police Department. A charge will be made for replacement of an identification card. Duplicate cards are issued weekdays between 9:00 – 11:00 a.m. and 1:00 – 4:30 p.m.

Student Membership in College Committees

The college recognizes the importance of student participation in institutional decision making and provides numerous opportunities for this to occur. These opportunities include student membership on certain Board of Trustees committees, membership on the Academic Affairs and Student Affairs Councils of the Faculty as well as membership on ten faculty- standing committees, and membership on the Honor Council and the Appeals Board. The College believes such participation in decision-making is excellent preparation for active involvement in public affairs after college and provides the valuable and necessary voice of the student body in decisions that affect living and learning experiences at Presbyterian College.

Telephone Services

Presbyterian College's on-campus residence facilities are equipped with a telephone jack in each dorm room. Local telephone services, as well as call waiting, are provided as part of the student's housing package. Residents must provide their own touchtone telephone set and any peripheral phone items such as answering machines, faxes, etc. Caller ID features do not function with our phone system. Cordless and most cellular phones work within our dorm rooms, but reception is not guaranteed.

The College's phone system does not permit direct long-distance dialing. Students wishing to make long-distance calls must obtain their own telephone credit cards from a long-distance carrier of their choice using their home telephone number to establish credit, if needed, or purchase pre-paid calling cards. Students cannot order additional services or telephone lines to be installed on college property with the exception of students residing in the Scottish Arms apartments who must obtain their own local and long-distance telephone services.

Questions about the College telephone service should be directed to the Telecommunications Office, ext. 8218.

The Writing Center

The College provides a writing center to help students become better writers as they adjust to the demands of college writing and begin writing in their chosen disciplines. Student tutors and the coordinator work one-on-one with students at any point in the process of writing papers – from brainstorming ideas to polishing a final draft. Tutors can help by asking questions as readers, suggesting strategies for revisions, and teaching proofreading skills. The writers are actively involved in the writing conference, doing the work of revising and editing. Although the writing center works closely with freshmen in English composition classes, students in all disciplines may continue to work on their writing in the center during their four years of college. The writing center has many reference books and handouts on aspects of writing such as MLA documentation or comma use. See the writing center web site at <http://web.presby.edu/writingcenter> for more information.

POLICIES

1.0 Automotive Vehicle Regulations

Students are extended the privilege to operate automotive vehicles on the campus of Presbyterian College providing such vehicles meet with the registration and safety standards established by the state in which the vehicle is licensed. Automotive vehicles, to include motorcycles, etc., that are operated on the campus of Presbyterian College must be registered with the College. Students changing from boarding to commuting status should contact the Campus Police Department to update their parking stickers. Rules, restrictions and limitations pertaining to automotive vehicles are disseminated by the Campus Police Department. State and city violations are heard in city or magistrate courts.

2.0 Computer Use Policy

Access to and use of computer system accounts at Presbyterian College is limited to the faculty, staff, and students of the College. Others may be granted access for good cause from time to time at the discretion of the Director of Information Technology.

Acceptable uses of PC's computer systems and networks include study, research, teaching, and related activities (including administrative work). Incidental personal use is permitted, so long as it does not interfere with the College's educational or administrative uses, which always take precedence.

Those using college computers or networks may not attempt to gain access (log in) to another person's account, nor may they attempt to read someone else's mail or files, unless the owner publishes the file (e.g., on a World Wide Web home page). Sharing your account with another person is prohibited. Do not give your password to anyone.

System managers may disable accounts without prior notice if there is evidence of account sharing or of an attempt to violate system, mail, or network security. Concurrent logins from different sites will be taken as prima facie evidence of account sharing or an attempted break in.

Employees who access the College's administrative computer records should assume the information contained in those records is confidential, to be accessed and used only as needed to perform their job duties. For student records, the privacy policies are outlined in the *Knapsack* section entitled "The Family Educational Rights and Privacy Act of 1974."

Mail that employees send from College accounts to College-managed lists or discussion groups may give the appearance of institutional sanction to the contents of the message. The same misunderstanding may occur when messages are posted to external lists, especially those dealing with topics related to higher education. Thus, College employees may not use their PC accounts to advocate positions on political or public policy issues in messages dealing with College business or distributed to College-related lists, unless they are authorized by the President or the Director of Communications to speak for the College on the issue. Private e-mail and scholarly communications are specifically exempt from such restrictions, although you should, of course, take care to avoid the appearance of speaking on behalf of PC when you are not.

Unauthorized use, duplication, or transmission of copyrighted material (including software) is prohibited. College computers and networks may not be used for illegal activities, nor may they be used to threaten or harass others. College networks may not be used to send chain letters, nor to post solicitations or advertisements to newsgroups or mailing lists that are not relevant to the charter of the group or list.

The College endorses the Educom Code, which states “Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

Those responsible for the College’s computers and networks may inspect and remove personal files only as needed to diagnose problems and maintain the system in good working order. Files on servers may be removed to conserve space. Personal files left on the microcomputers in College labs are routinely removed.

You are responsible for protecting your work. The College does not guarantee that its computers and networks will always be available when you need them, nor that any work you store will be safe from system failures or operator errors. In short, keep a copy of your work!

Questions about this policy or about the College’s computer systems and networks should be addressed to the Director of Information Technology.

Suspected violations of the Acceptable Computer Use Policy may result in immediate temporary or permanent loss of access privileges at the discretion of the Director of Information Technology. Appeals regarding a loss of access privileges may be made to a committee consisting of the Provost, the Executive Vice President for Finance and Administration, and the Dean of Student Life, whose decision is final. The Director of Information Technology also has discretion to submit violations to the Dean of Student Life’s office for additional sanctions, including but not limited to fines, community service hours, or other actions deemed to be appropriate.

Examples of Violations of the Computer Use Policy

- A student sends mail with a forged “from” address, pretending to speak for a faculty member. In addition to being a violation of the computer acceptable use policy, this action is an honor code violation, covered under the heading of lying on official college business.
- A student finds the password of another user and logs into his/her account. No matter what the intent, this is a violation of the acceptable use policy. It may also be grounds for action under the honor code and Student Life Regulations and Policies, since it is similar to entering someone else’s locked room.
- A student runs a program designed to disrupt traffic on the college’s network or on the Internet. This is a violation of the acceptable use policy and theft of services, which may be charged under the Honor Code, Code of Conduct, Student Life Regulations and Policies, or any combination. It may also be a violation of state or federal laws.
- A student sends harassing, threatening, or obscene e-mail to someone. This is a violation of the acceptable use policy. It may also be a Code of Conduct or Student Life Regulations and Policies violation and a state or federal crime.
- A student puts clip art from another web site on his or her home page. Much clip art is copyrighted. Unless you are sure the image is in the public domain or that the copyright owner has given permission to use the image, you should seek such permission. The same

rule applies to lengthy quotations from copyrighted works. Posting copyrighted material without proper permission is a violation of the acceptable use policy.

- A student writing a paper quotes from, paraphrases, or otherwise draws from an e-mail message, a web site, or other Internet resource without attribution. While not a serious violation of the acceptable use policy, such unattributed quotations are a violation of the honor code prohibition against plagiarism.

3.0 **The Family Educational Rights and Privacy Act (FERPA) of 1974**

It is the policy of Presbyterian College to provide for the protection of confidential information contained within student records against improper or illegal disclosure.

Directory Information

It is the policy of the college to compile non-confidential information that is classified by law as “directory information.” At its discretion, the college may or may not release this information. Directory information includes the student’s full name, campus address and permanent address, telephone numbers, major field of study, participation in official activities and sports, dates of attendance, degree(s) awarded, awards and honors received, and in the case of athletic team members, weight and height.

A student who desires that directory information not be released without his/her prior permission or consent may preclude such release by notifying the Registrar’s Office. Information released on alumni may include the above, plus the date of graduation. The release of additional information contained in a graduate’s record will require a written authorization from the individual. A permanent authorization may be placed in the record at the discretion of the graduate.

Confidential Student Records

The following records are confidential student records:

- A. **Admissions Records:** Those records assembled by the Office of Admissions to provide for the screening and selection of students.
- B. **Active Academic Records:** Those academic records retained by the Office of the Registrar and required by the Office of the Provost to account for the enrolled student’s academic performance and status, to include records maintained by instructors.
- C. **Inactive Academic Records:** Those records retained by the Office of the Registrar that pertain to the academic performance of persons no longer enrolled at Presbyterian College.
- D. **Financial Aid Records:** Those records maintained by the Office of Financial Aid that relate to a student’s eligibility for a receipt of financial assistance, except that information considered confidential to a parent.
- E. **Career Services Records:** Those records maintained by the Office of Career Services that have been compiled for the purpose of career planning and job placement.
- F. **Disciplinary Records:** Those records maintained by the Office of the Vice President for Student Life that relate to a student’s conduct, behavior, or social habits.
- G. **Health Records:** Those records that provide information on the medical or psychological treatment of a student. (Note: Records on a student that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and are used only in connection with the provision of treatment to the student are not available to anyone other than the persons providing such treatment, except that such

records can be personally reviewed by a physician or other appropriate professional of the student's choice.)

- H. **Public Safety Records:** Those records maintained in the Office of Public Safety that relate to a student's contact with security and law enforcement officials.
- I. **Financial Records:** Those records maintained by the Business Office that relate to a student's financial account.

Access to Confidential Information

It is the policy of the college that the release of confidential information from an official student record requires the prior written consent of the student except as provided for by law.

It is the policy of the college that information contained in official student records will not be released to the parent(s) or guardian(s) without the consent of the student unless the student is a dependent of the parent(s) or guardian(s) as defined under section 152 of the Internal Revenue Code of 1986 or the student authorizes that release to the parent(s) or guardian(s).

Access to confidential student records is the responsibility of the officers of the college as specified below.

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| A. | Admissions Records | Dean of Admissions and Financial Aid |
| B. | Academic Records
(active/inactive) | Provost |
| C. | Financial Aid Records | Dean of Admissions and Financial Aid |
| D. | Career Services Records | VP for Student Life |
| E. | Disciplinary Records | VP for Student Life |
| F. | Health Records | VP for Student Life |
| G. | Public Safety Records | Executive VP for Business and Finance |
| H. | Financial Records | Executive VP for Business and Finance |

These officers may designate other employees of the college to have access or control of confidential student records. The officers or other employees responsible for confidential student records shall maintain a record kept with the confidential record of each student which will indicate all individuals (other than parents or guardians of a dependent student or others specifically authorized by the student), agencies, or organizations outside Presbyterian College that have requested or obtained access to the student's record. The record will indicate specifically the legitimate interest that each such person, agency, or organization has in obtaining this information. Such record of access shall be available only to the subject student, college officials, and substitutes who are responsible for the custody of such records. Records are typically kept for three years following a student's graduation.

Letters of Recommendation

It is the policy of the college that employees of the college who prepare letters or statements of recommendation for a student and use official student records or knowledge of information contained in official student records will do so only after a written statement of consent has been received from the student. A copy of the written statement of consent should be kept by the employee. Employees of the college who submit letters or statements of recommendation in violation of this policy do so at their own risk.

Student Access to Records

It is the policy of Presbyterian College that students are allowed access to their official college records to insure that information contained in official records is not inaccurate, misleading or otherwise in violation of their rights or privacy.

A student who wishes to review his/her student record will make a request directly to the person in charge of the office in which the record is maintained. A time for the review which is satisfactory to both parties will be announced by the person in charge of the file. If, during the review of the record, the student finds information or data that he/she believes is inaccurate, misleading, or otherwise inappropriate, he/she should bring it to the attention of the person in charge of the office and request the desired correction. If the matter cannot be resolved between the student and the person responsible for the maintenance of the record, the student will submit a written request to the President of the College for a hearing on the disputed information. The request will contain sufficient justification to support a charge that erroneous or improper information is contained in the file. The President will appoint three members from the staff and faculty to act as a special committee to review the challenged information and to forward to the President their findings and recommendations. Upon review of the committee's report, the President will advise the complainant of the action he has taken regarding the complaint.

It is the policy of the college that students may obtain non-notarized, machine duplicated copies of college documents contained in the official student records at no cost. Students who have outstanding financial obligations to the college cannot receive documents until all accounts are paid in full.

4.0 Missing Student Policy

Presbyterian College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Presbyterian College student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing their routine without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Police or the Residence Life staff. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours.

Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students will place the call.

At the beginning of each academic year, residential students will be asked to provide emergency contact information in the event they are reported missing while enrolled at Presbyterian College. This emergency information will be kept in the Office of Residence Life and will be updated each semester.

General Procedure:

- 4.1 The Presbyterian College official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d. The missing student’s cell phone number (if known by the reporter).
- 4.2 The Presbyterian College official receiving the report will contact the Resident Life staff Administrator on Duty (AOD) and the Dean of Students in order to update them on the situation and to receive additional consultation. The Dean of Students will ascertain if/when other members of the Cabinet and the Director of Communications need to be contacted.
- 4.3 Upon notification from any entity that a student may be missing, Presbyterian College may use any or all of the following resources to assist in locating the student:
 - a. Call the student’s room,
 - b. Go to the student’s residence hall room,
 - c. Talk to the student’s RA, roommate, and floor mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time, and location the student was last seen.
 - d. Secure a current student ID (from Campus Police) or other photo of the student from a friend.
 - e. Call and text the student’s cell phone and call any other numbers on record.
 - f. Send the student an email.
 - g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Campus Police Department and the Office of Residence Life may be asked to assist in order to expedite the search process.
 - h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student’s social networking sites such as MySpace, Facebook and Twitter.
 - i. Ascertain the student’s car make, model and license plate number. A member of Campus Police will also check all college parking lots for the presence of the student’s vehicle.
- 4.4 The Presbyterian College Instructional Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the PC network.
- 4.5. Once all information is collected and documented and the Dean of Students (or her designee) is consulted, PC staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the College.

5.0 Personal Web Page Policy

Having a personal web page hosted on a server in the presby.edu domain is a privilege, not a right. Students are responsible for the content of your personal web pages. The College reserves the right to preview or edit personal web pages. Students must adhere to the following general rules in developing personal pages:

- Personal web page must not contain illegal material. This includes (among other things) text, images, or programs that are copyrighted by other people, unless the copyright owners have given permission for you to use their material on the WWW. Students must be prepared to produce a statement of permission if asked.
- Personal web pages must indicate clearly who is responsible for their content. Each page must contain student's name and e-mail address and include a link to the responsibility statement, which is located at <http://web.presby.edu/rs.html>.
- Personal web pages must not interfere with the normal operation of the server or the campus network as a whole. This may happen, for example, if students consume a large amount of disk space, or if many people access the page, retrieve large images, etc. If some or all pages consume a large amount of the server's resources or the capacity of our network link, students may be asked to remove them.
- Personal web pages must not be used for commercial gain. If students are running a business (sales, consulting, etc.) on the side, they should get a commercial account to serve web pages dealing with the business. Students may have a link from personal web pages to their commercial web pages, but the latter should not reside in the "presby.edu" domain.
- Because web pages on this server contain "presby.edu" as part of their URLs, they inevitably reflect students affiliation with Presbyterian College, notwithstanding responsibility for their content. Therefore, web pages should not contain material that undermines the College's stated purpose or its character as a church-affiliated institution. This includes material that is highly offensive, profane, vulgar, or abusive.

6.0 Standards for Dress

Presbyterian College students are expected to take pride in their appearance both on and off campus and select appropriate attire for each occasion. The standards of dress generally acceptable in public restaurants are required in Greenville Hall. Appropriate attire includes shoes for all persons. Faculty members may prescribe the dress standards for their class meetings, workshops, and seminars.

7.0 Student Complaints/Grievances

Any student filing a complaint or grievance must first attempt to resolve it by consulting with the involved faculty or staff member. In the event no resolution is reached, the student should bring or send the complaint or grievance, in writing, to the appropriate Officer of the College (e.g., the Provost for academic matters, the Vice President for Student Life for student life matters, the Executive Vice President for Finance and Administration for problems with fees or business matters, or the Vice President for Enrollment for financial aid concerns) or to the office of the President of the College, who will assign the complaint or grievance to the appropriate Officer.